

U. S. Department of Energy



Thomas Jefferson National Accelerator Facility

400 Work Authorization System

400 Work Authorization System

A work authorization system is required during the project execution phase to control the flow of work to be accomplished within the authorized project budget. This formal procedure is used to sanction project work ensuring all activities are performed at the correct time and in the proper sequence. Limits are imposed on managers in their authority to commit and expend resources that will be charged to the project. These limitations provide assurance to the Project Director/Manager that no work is authorized unless it has been properly planned and funded. Work authorization is the specific mechanism where Cost Account Managers receive the authority to begin the work defined in their validated and approved Cost Account Plans.

401 Work Authorization Process

- A. After the Project Customer has given the project team official authority to commence work and funding has been provided, the work authorization process is employed to initiate project execution. The authorization process is a key communication link between senior project management and the Cost Account Managers because it confirms the cost, schedule, and the scope of work required to meet project objectives. Cost Account Managers are formally delegated the responsibility for their work scope and the schedule and budget parameters for its performance.
- B. Normally, it will be the Project Director/Manager who will issue a Work Authorization Form (Exhibit 10) to the Cost Account Managers at the appropriate period in the project schedule. The Work Authorization Form with approval signatures empowers the Cost Account Managers to implement their Cost Account Plan within the identified funding ceiling. OPM will send a memo to the Chief Financial Office directing that Cost Account Numbers be open to allow charges.
- C. The Office of Project Management will maintain a Work Authorization Log (Exhibit 11) that will list all approved Work Authorization Forms. The authorization status will be annotated as closed, open or completed.

402 Specific Authorizations

402.1 Cost Account Labor Authority

Authority for a Cost Account Manager to apply labor resources to work scope contained within the Cost Account is contingent upon:

- (1) the Cost Account Manager receiving delegation of signature authority for timesheets from the Associate Project Manager according to procedures established in the Jefferson Lab Administrative Manual,
- (2) the Cost Account Manager receiving approval from the Associate Project Manager and the Project Director/Manager documenting the Cost Account Plan for accomplishing the applicable work scope, and
- (3) the Chief Financial Office receiving a memo from the Project Director/Manager directing the Cost Account Number(s) to be opened associated with the work scope contained in the Cost Account Plan(s).

402.2 Procurement Authorization

Authority for any individual to commit project funds to outside vendors for delivery of products or services is limited to only those persons duly appointed as Jefferson Laboratory contracting officers. A contracting officer's authority to commit project funds is formally defined by Jefferson Lab Business Services Department Procurement Policies and Procedures.

403 Exhibits

10. Work Authorization Form
11. Work Authorization Log



Exhibit 10. Work Authorization Form

WORK AUTHORIZATION FORM
(Project Name)

Cost Account Information

WBS #	Fiscal Year
WBS Title	
Planned Start Date	Projected Finish Date
FY Funding Ceiling \$	

Work Authorized

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Approvals

Project Services Manager	Date
Associate Project Manager	Date
Project Director/Manager	Date

Acceptance

Cost Account Manager	Date
-----------------------------	-------------

Exhibit 11. Work Authorization Log

[illegible]